



Republic of the Philippines  
Department of Education  
REGION XI

DEPED DIVISION OF DAVAO DEL NORTE  
RECORDS SECTION  
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By: D

SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM  
DM-SGOD – 2022 – 104

To: Assistant Schools Division Superintendent  
Chief, Education Program Supervisor, Curriculum Implementation

Division

Chief, Education Program Supervisor, School Governance and  
Operations Division  
Education Program Supervisor, SGOD  
Public School District Supervisors  
Concerned School Heads

Subject: CONDUCT OF SCHOOL VISIT AND DATA VALIDATION ON THE INITIAL  
ROLL-OUT OF THE SCHOOL GOVERNANCE COUNCIL  
FUNCTIONALITY ASSESSMENT TOOL FOR SECONDARY

Date: Nov. 4, 2022

Attached are Memorandum DM-OUHROD-2022-0090 and Regional Memorandum No. FTAD-2022-028 titled: Conduct of School Visit and Data Validation on the Initial Roll-out of the School Governance Council (SGC) Functionality Assessment Tool. The Personnel from the Bureau of Human Resource and Organization Development School Effectiveness Division (BHROD-SED) shall conduct school visit and validation on November 10, 2022 at the following secondary schools:

Name of School	District
1. Carmen National High School	Carmen
2. Anibongan National High School	Carmen
3. Sto. Tomas National High School	Sto. West

The objective of this School Visit and Data Validation is to measure the functionality of the SGC in the school and improve the teaching-learning outcome. All other pertinent details relative to the conduct of this activity is stipulated in the attached documents.

In line with this, it is advised that **Mr. Cristopher B. Gonzales**, Education Program Supervisor of the Schools Governance and Operations Division, to assist the personnel from the Central and Regional Office.

Travel and other incidental expenses incurred in this activity shall be chargeable against the Division/School Maintenance and Other Operating Expenses (MOOE) this subject to the usual accounting and auditing rules and regulations.

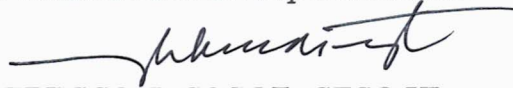
All concerned are required to STRICTLY observe the health protocols as prescribed by the Inter-Agency Task Force (IATF) on COVID 19 during this pandemic.

Further, everyone is encouraged to continually support and recognize the value of equality and diversity of all personnel while complying with the directives set forth by this office.

For information and widest dissemination to all concerned.

**ALLAN G. FARNAZO**  
Director IV  
and concurrent Officer-In-Charge  
Office of the Schools Division Superintendent

*For the Schools Division Superintendent:*



**REBECCA C. SAGOT, CESO VI**  
Assistant Schools Division Superintendent

Enclosed: As stated  
SGOD/cbg





Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

**Office of the Regional Director**

**REGIONAL MEMORANDUM**  
 FTAD-2022-028

To : Schools Division Superintendents of Davao City, Panabo City, and  
 Davao del Norte  
 Chief of the Field Technical Assistance Division

Subject: CONDUCT OF SCHOOL VISIT AND DATA VALIDATION ON THE  
 INITIAL ROLL-OUT OF THE SCHOOL GOVERNANCE COUNCIL  
 FUNCTIONALITY ASSESSMENT TOOL FOR SECONDARY  
 SCHOOLS

Date : November 2, 2022

Relative to the Memorandum DM-OUHROD-2022-0090 on the initial roll-out of the SGC Functionality Assessment Tool and the Advisory released on October 17, 2022, on the change of schedule of the School Visit and Data Validation from November 28-December 2, 2022 to November 7-11, 2022, personnel from the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) shall conduct the said school visit and validation at the following secondary schools and the corresponding dates as follows:

Date	Division	District	SCHOOL
Nov. 8, 2022	Davao City	Cluster 1	Davao City NHS
		Cluster 1	F. Bangoy NHS
		Cluster 2	Daniel R. Aguinaldo NHS
		Cluster 3	Cabantian NHS
Nov. 9, 2022	Panabo City	Secondary	Panabo City Senior HS
		Secondary	Southern Davao NHS
		Secondary	AO Floirendo NHS
Nov. 10, 2022	Davao del Norte	Carmen	Anibongan NHS
		Carmen	Carmen NHS
		Sto. Tomas West	Sto. Tomas NHS

The participants and the schedule of the above-mentioned activity are the following:

Date	Activity	Destination	Participants
Nov. 7, 2022	Arrival of CO personnel and Courtesy Visit to the RD and ARD	Regional Office XI, F. Torres St., Davao City	<b>1. CO Personnel - 3</b> <b>2. RO Personnel - 2</b> a. Aris B. Juanillo, CES-FTAD b. Ronnie S. Mercado, EPS-FTAD
Nov. 8-10, 2022	School visit and validation	Schools in the SDOs of Davao City, Panabo City, and Davao del Norte	<b>3. SDO Personnel</b> a. SBM Coordinator b. Other personnel



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Republic of the Philippines  
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			<b>4. School Personnel</b> a. School Head b. SGC Co-Chair (Internal) c. Other SGC Officers <small>(Optional/If available only)</small>
Nov. 11, 2022	Post Conference and feedbacking	Davao City NHS, Davao City	1. CO Personnel - 3  2. Aris B. Juanillo, CES-FTAD  3. Ronnie S. Mercado, EPS-FTAD

Travel and other incidental expenses incurred in the said activity shall be charged against the local funds subject to the usual accounting and auditing rules and regulations.

Immediate dissemination of this Memorandum to the concerned is desired.

By the Authority of the Regional Director:

  
**ROY T. ENRIQUEZ**  
 Chief Administrative Officer  
 Officer-In-Charge 

DEPARTMENT OF EDUCATION - DAVAO REGION  
 RECORDS SECTION  
**RELEASED**  
 By:   
 Date: 10-2-22 Time: 9:514

Enclosed: As Stated.

ROP2/rsm





Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**Office of the Regional Director**

			<b>4. School Personnel</b> a. School Head b. SGC Co-Chair (Internal) c. Other SGC Officers <small>(Optional/If available only)</small>
Nov. 11, 2022	Post Conference and feedbacking	Davao City NHS, Davao City	1. CO Personnel - 3  2. Aris B. Juanillo, CES-FTAD  3. Ronnie S. Mercado, EPS-FTAD

Travel and other incidental expenses incurred in the said activity shall be charged against the local funds subject to the usual accounting and auditing rules and regulations.

Immediate dissemination of this Memorandum to the concerned is desired.

By the Authority of the Regional Director:

**ROY T. ENRIQUEZ**  
Chief Administrative Officer  
Officer-In-Charge

Enclosed: As Stated.

ROP2/rsm





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## Department of Education

### OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT,  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES,  
TEACHER EDUCATION COUNCIL SECRETARIAT, AND  
DEPED EMPLOYEES' ASSOCIATIONS COORDINATING OFFICE

**MEMORANDUM**  
**DM-OUHROD-2022-0090**

**TO : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED**

**FROM : *Gloria*  
GLORIA JUMAMIL-MERCADO**  
*Undersecretary for Human Resource and Organizational Development,  
National Educators Academy of the Philippines,  
Teacher Education Council Secretariat, and  
DepEd Employees' Associations Coordinating Office*

**SUBJECT : INITIAL ROLL-OUT OF THE SCHOOL GOVERNANCE COUNCIL  
(SGC) FUNCTIONALITY ASSESSMENT TOOL FOR SECONDARY  
SCHOOLS**

**DATE : 22 September 2022**

The *Implementing Guidelines on the Establishment of School Governance Council or DepEd Order 26, s. 2022* mandates all public schools to establish their respective SGCs to strengthen the role of school stakeholders as partners in providing learners accessible and quality education, upholding children's rights, and promoting respect and well-being in the learning environment to ensure effective education service delivery.

The SGC shall function as a structure for shared governance and a feedback mechanism at the school level. It shall serve as an overarching consultative and coordinating body for all committees, associations, and organizations in schools.

To support the implementation of the policy, the Bureau of Human Resource and Organizational Development - School Effectiveness Division (BHRD-SED) has developed a tool that will assess SGC's functionality using the indicators provided in the mentioned policy. The data gathered shall be used as baseline information in identifying priority of areas that may need support and assistance from the different governance levels.

The **SGC Functionality Assessment Tool** consists of the following components:

- **SGC's Main Purposes:**
  1. To provide structure for shared governance
  2. To provide a feedback mechanism
- **SGC Functionality Indicators:**

Functionality indicators that are anchored on the main purpose of the SGC and can be found in Section VII of DO 26, s. 2022
- **SGC Functionality Sub-indicators**

The specific activities that shall enable the achievement of their corresponding functionality indicator

In view of the foregoing, the following enclosed documents are issued for guidance and reference:

- Enclosure No. 1** - SGC Functionality Assessment Tool (for reference)
- Enclosure No. 2** - Process Flow of the Data Collection and Report Generation of the SGC Functionality Assessment Tool
- Enclosure No. 3** - SDO Summary of Validated Data
- Enclosure No. 4** - RO Summary of Validated Data
- Enclosure No. 5** - Schedule of the Roli-Out and Data Collection and Report Generation of the Tool and School Visit and Data Validation

For School Year 2022-2023, the **SGC Functionality Tool shall be rolled-out to public secondary schools only**. Public Elementary Schools may use the tool for self-assessment in preparation for the roll-out next school year but are **NOT REQUIRED** to accomplish the tool via Google Forms.

For queries and concerns, kindly contact **Ms. Marian Efondo** of **BHROD-SED** through email at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph).

For dissemination and appropriate action.

*[BHROD-SED/ Efondo]*

Enclosure No. 5 to DM-OUHROD-2022-\_\_\_\_\_

**SCHEDULE OF THE ROLL-OUT, DATA COLLECTION, AND REPORT GENERATION OF THE TOOL AND SCHOOL VISIT AND DATA VALIDATION**

For the timeline of activities this year, kindly refer to the table below:

I. Roll-Out, Data Collection, and Report Generation of the Tool

DATE	ACTIVITY	TO BE ACCOMPLISHED BY
October 7 - November 11	Roll-Out of SGC Functionality Assessment Tool	SGCs in Public Secondary Schools
October 14 - November 24	SDO Validation	SDO Composite Team
November 25	Submission of Enclosure No. 3 - SDO Summary of Validated Data	SDO Composite Team
November 28 - December 09	RO Consolidation and Validation	RO Composite Team
December 09	Submission of Enclosure No. 4 - RO Summary of Validated Data	RO Composite Team
December 12-23	Analysis of Data	BHROD-SED

II. School Visit and Data Validation

DATE	REGION
October 13 - 17	NCR
November 7 - 11	IV-B
November 14 - 18	VI
November 28 - December 2	XI & XII
December 5 - 9	VII





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# Department of Education

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HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT,  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES,  
TEACHER EDUCATION COUNCIL SECRETARIAT, AND  
DEPED EMPLOYEES' ASSOCIATIONS COORDINATING OFFICE

### ADVISORY

October 17, 2022

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Please be informed that the conduct of the following activities is rescheduled to a later date. For the specific dates, kindly refer to the table below:

Initial Date/Venue	Rescheduled Date/Venue
<b>DM-OUHROD-2022-0110 - Orientation and Capacity Building Workshop on the Implementing Guidelines on the Establishment of SGC</b>	
October 24 - 28, 2022 General Santos City, Region XII	December 5 - 8, 2022 National Capital Region (NCR)
<b>DM-OUHROD-2022-0090 - Initial Roll-Out of the SGC Functionality Assessment Tool, Enclosure No. 5 - School Visit and Data Validation</b>	
December 5 - 9, 2022 Region VII	November 2 - 4, 2022 Region VII
November 28 - December 2, 2022 Region XI & XII	November 7 - 11, 2022 Region XI & XII
November 7 - 11, 2022 Region IV-B	November 14 - 18, 2022 Region IV-B
November 14 - 18, 2022 Region VI	November 14 - 18, 2022 Region VI
October 13 - 17, 2022 Within NCR	December 9, 2022 Within NCR

For other concerns, kindly coordinate with Ms. Marian M. Efondo of BHROD-SED at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph) or call (02) 8633-5397.

For your information and guidance.

**GLORIA JUMAMIL-MERCADO**

Undersecretary for Human Resource and Organizational Development,  
National Educators Academy of the Philippines,  
Teacher Education Council Secretariat, and  
DepEd Employees' Associations Coordinating Office